

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NO.:</b>	72030618R00013
<b>2. ISSUANCE DATE:</b>	August 14, 2018
<b>3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:</b>	August 28, 2018 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Contract Specialist (Senior Acquisition and Assistance Specialist) – (Multiple positions)
<b>5. MARKET VALUE:</b>	\$75,628 - \$98,317 equivalent to <b>GS-13</b>  Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	The period of performance is one year, with four option years pending approval, need, performance, and funding, not to exceed five years.
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
<b>9. SECURITY LEVEL REQUIRED:</b>	Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract:**

The Office of Acquisition and Assistance (OAA) plays a pivotal role in the successful execution of USAID/Afghanistan Strategic Goals and Objectives through the planning, solicitation, award and administration of contracts and agreements. OAA staff includes experienced Contracting/Agreement Officers (CO/AO), US and Third Country National Personal Services Contractors (US/TCNPSC) and Cooperating Country National (CCN), all of whom work with the technical teams to develop, award and administer programs. The incumbent is the primary assistant and team leader to the CO assisting USAID/Afghanistan Development Objective Teams (DOTs) with achieving implementation results and DO goals and objectives. The incumbent works independently on activity design and implementation of A&A assignments, and is responsible for a wide range of A&A actions of all types. The incumbent must be able to apply professional procurement skills for any sector, program and will be expected to fulfill a leadership, training and supervisory role for USAID/Afghanistan CCN employees. The incumbent is also required to work with multiple U.S. and host government entities and cross cultural issues.

The incumbent is a key assistant to the CO/AO and team leader for specific A&A actions within the OAA. The incumbent is a crucial player for assisting the OAA. The incumbent is

\*Please see Section 11: Area Of Consideration

readily able to apply comprehensive U.S. Government contracting experience (either directly or via private industry experience performing U.S. Government contracts at the prime and/or subcontract level) to a full range of A&A challenges. The incumbent does this by applying high-level A&A knowledge, skills and abilities while working as independently as possible on activity design and implementation related to A&A assignments.

Responsibilities involve a wide range of A&A actions, including a preponderance of complex actions, e.g., term, award fee or completion cost type contracts, task orders, international and interagency agreements, grants and cooperative agreements. The incumbent is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, and inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.

USAID/Afghanistan has a varied and complex country program having multi-tens or hundreds of million dollar A&A actions, very complex multi-sector programs with numerous projects, high funding levels and significant infrastructure work. Besides being able to apply professional procurement skills through all manner of A&A instruments, the incumbent will be expected to deal with multiple US and host government entities, not to mention the complications of cross cultural business dealings.

## **2) Statement of Duties to be Performed:**

The incumbent may serve in a Team Leader position and is the principal advisor for a broad range of USAID/Afghanistan A&A activities, to include high dollar, complex competitive procurement actions, but also assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. The incumbent exercises leadership skills in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner. The incumbent has a formal decision-making authority in the many aspects of the broad areas of acquisition and assistance.

1. Pre-Award Expertise and Services: Performs or directs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of A&A actions of varying complexity. Conducts A&A planning and subsequent pre-award activities fully supportive of USAID's strategic and special objectives and related results expectations and requirements.
  - a. Fully understands performance-based A&A principles with a resulting capability to mold A&A services into specific contributions to appropriate USAID objectives and lower level indicators, outputs and inputs.
  - b. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions, especially construction or architect-engineering actions, but also for complicated services (and perhaps even commodities). Ensures the proper establishment of requirements for bid and/or performance bonding in applicable requests for proposals.
  - c. Reviews requests for A&A actions (to include consulting on scope of work or program description documents), and manages the A&A process whereby the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), Procurement

Executive Bulletins (PEBs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS), etc., are used to competitively, (or when justified, via other means), proceed through the entire offer/application solicitation process. The incumbent must manage the technical and cost/price evaluation process plus subsequent negotiation processes in all actions (competitive or otherwise) to arrive at business management-appropriate instruments, including grants and cooperative agreements, etc. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for CO decision rationale, a comprehensive record of commitments and obligations of the parties. Finally, the incumbent manages the award process from beginning to conclusion with fully executed contract or assistance documents.

- d. Develops long-range plans for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing and clearing project papers and representing OAA at program planning meetings. Identifies within assigned major program(s) those significant subsystems, components, equipment and services to be acquired by contract, grant or cooperative agreement or Inter-agency Agreement. Develops objectives for the program in terms of competition and price range, and constructs the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps OAA management informed of anticipated workload demands. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. Serves on project review committee.
  - e. Serves as advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of statements of work or program descriptions. Provides guidance and training to new project/technical staff on USAID regulations and FAR requirements. Collaborates in the development of evaluation criteria.
2. Post-award Expertise and Services: Performs all actions required to administer the complete variety of A&A instruments from contractor/recipient mobilization through to closeout. Relies on a comprehensive mastery of the Mission Development Objective (DO) Plan, FAR, AIDAR, ADS, CFR, OMB Circulars and other procurement/assistance guidance sources to conduct output-based administration which enhances achievement of the Mission's program and assures timely delivery of the purchased supplies and/or services.
- a. Exercises a proactive role during the administration phase to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required, maintaining good communications with contractors, recipients and grantees, interpreting contract or award provisions, and negotiating and finalizing instrument modifications when warranted.
  - b. Coordinates special requirements with other U.S. Government offices and agencies, including the Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), The Commission on Wartime Contracting (CWC), Special Inspector General for Afghanistan

- Reconstruction (SIGAR) and Small Business Administration. Ensures that the results contractually required are documented and that A&A actions are properly closed out, to include final audits, resolving indirect cost matters and preparing any needed final modifications. Responds to Freedom of Information Act requests.
- c. Provides backstopping services to technical team personnel by advising on resolution of special procurement problems associates with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.
  - d. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, approval of changes to incremental funding, preparation of rate and cost adjustments, redirection of level of effort, coordination of time extension, incorporation of change orders, preparation of stop work orders, sub-awards consents, approval of key personnel, equipment purchases, property disposition reviews and approvals, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts, contractors and recipients on their administration responsibilities contained in the award. Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and results of the financial audits.
3. DO Team Membership and Support Services: Serves on one or more DO Teams and/or provides support to DO team located in USAID/Afghanistan as assigned or needed. Collegially represents the OAA viewpoint with the objective of having all team members fully understand and appreciate the key nature of the procurement and assistance function, how to obtain needed services or assistance to meet DO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. Government's best interests.
4. Mission Support Services: As one of the Mission's Senior Acquisition and Assistance Specialists, provides crucial knowledge of the international and local contractor, recipients and Non-Government Organization (NGO) community via consultation and advice to Senior Mission Management. Establishes and maintains an authoritative Mission presence to include travel and provision of consultative advice on A&A policies and procedures to external groups (e.g., other USG agencies, NGOs, public international organizations (PIOs), for-profit contractors, other donors, etc.).
- a. Serves as a key trainer and advisor for Cooperating Country National (CCN) and Third Country National (TCN) A& A staff, providing advice, training and support for mission CCNs and TCNs. The training/mentoring will be broad-based, to include job-specific technical training, informal day-to-day training and sharing of experience-based knowledge. The incumbent will counsel on consensus-building in a team environment, and methodology on professional conflict resolution technique.

- b. Responds to protests and audits findings and recommendations by researching and developing necessary analysis, documentation, and history of the awards. Works with the Regional Legal Advisor (RLA) in preparing the mission's position and provide assistance to the CO to support the Government's defense on protests to the GAO, and programmatic and financial audits conducted by OIG, SIGAR, CWC and GAO.

### **3) USAID Consultation or Orientation:**

The selected applicant shall proceed to Washington, D.C. for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

### **4) Supervisory Relationship:**

The incumbent is directly supervised by the CO/AO or his/her designee, who makes assignments by defining objectives, priorities, and deadlines. Under the administrative oversight of the CO/AO the employee independently plans his/her work; carries out successive steps of assignments; handles problems and/or deviations that arise in accordance with instructions, policies, and guidelines; and, refers new or controversial issues to the supervisor for direction. The supervisor reviews work products from an overall standpoint in terms of feasibility, compatibility with other works, or effectiveness in meeting requirements.

### **5) Supervisory Controls:**

The incumbent will serve as a senior advisor and mentor to staff, but will not directly supervise CCN or EFM staff. The frequent turnover of CCN/EFM staff at USAID/Afghanistan means that quickly and effectively training new staff is critical to enable those staff to make meaningful contributions to OAA's work. The incumbent will train and mentor staff in all aspects of providing A&A support in the areas of Pre-award, Post award, Audit and Closeout documentation and filing. The incumbent will endeavor to involve staff extensively in OAA's work, exposing them to increasing levels of responsibility, substance and independence.

### **6) Other important information:**

During the period of this contract, the incumbent must provide at least 30% of their time to training of Cooperating Country National (CCN) employees designated by USAID/Afghanistan. The PSC Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

## **11. AREA OF CONSIDERATION:**

United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");

- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

According to ADS 309.3.1.4 (d) “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. If the Agency needs to fill a gap in U.S. Direct-Hire Staffing, a USPSC is preferred over a TCNPSC.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

## 12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

## 13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you require more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Offers will be pre-screened and only those that meet the Minimum Qualifications will be considered. The minimum qualifications necessary to be considered for the position are as follows:

- a) **Education:** A Bachelor's degree in accounting, business, management, finance, law, or economics. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** Minimum of seven (7) years of previous employment or interaction in acquisition and assistance with U.S. government department or agencies or other international development organizations field is required. (Work experience requirement must be met at the time of application for the subject position).

### III. EVALUATION AND SELECTION FACTORS

According to ADS 309.3.1.10 (g), Offers received from the USNs (preferred) will be evaluated first and TCNs will only be considered if there are no qualified offerors from the USNs.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

#### 1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### 2. **EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

**FACTOR #1:** In 1,000 words or less, outline how you have demonstrated your knowledge in Acquisition and Assistance; provide examples of your success in one or more of the position's responsibilities: planning, solicitation, analysis of proposals, award negotiation, cost and price analysis, etc.

**FACTOR #2:** In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing due dates, and manage a complex negotiation.

**FACTOR #3:** In 500 words or less, compare and contrast what you learned in formal education to what you have learned through on-the-job experience, as it relates to your profession.

### 3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

#### Evaluation Factors

Factor #1 15 points

Factor #2 15 points

Factor #3 10 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Work effectively in a team
- Quickly adjust to a challenging operational tempo
- Communicate effectively

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

## IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618R00013 – Contract Specialist (Senior Acquisition and Assistance Specialist)** to: [Afgpscjobs@usaid.gov](mailto:Afgpscjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Offerors must be received by the closing date and time specified in Section I, item 3. Eligible offerors are required to submit the following documents to be considered for this position:

1. Form AID 309-2, "Offeror Information for Personal Services Contract with Individuals," available at: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The



applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

4. A supplemental document with written responses to the Evaluation Factors.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in removal from further consideration.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number and position title in the subject line of email offer submission. Any attachments provided via email must be compatible with Microsoft Word or PDF and not compressed. Note that attachments to email must not exceed 3 MB.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Contractor Employee Biographical Data Sheet (AID 1420-17 );
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
6. Finger Print Card (FD-258);
7. Statement of Prior Service (SF-144A).

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- 1) Employer's FICA Contribution (for USPSC's only)
- 2) Contribution toward Health & life insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) Annual Increase (pending a satisfactory performance evaluation)

### **2. ALLOWANCES (If Applicable)\*:**

- 1) Temporary Lodging Allowance (Section 120)

- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## **VII. TAXES**

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR)**,
  - **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**
  - **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.